



**FACULTY OF INFORMATION MANAGEMENT  
MARA UNIVERSITY OF TECHNOLOGY**

Bachelor of Science in Information Management  
(IM 225)

Management of Audiovisual Records (IMR665)

**INDIVIDUAL ASSIGNMENT:**

Article Review

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## ABSTRACT

*This paper aims to explain briefly the function of audiovisual records and also the challenges in managing audiovisual records. A proper approaches in managing audiovisual records also are stated in this paper. Audiovisual records basically carried out same purpose as textual records that is to deliver the information to the users but the information presented and provided by audiovisual records is different because audiovisual records presented the information in visual form such as tape recording and only can be accessed with proper tools while information presented in textual records present the information in textual or paper-based form that can be accessed easily.*

Keywords: *audiovisual records, archives management, audiovisual materials*

## 1.0 Introduction

Archives or records is the major sources where cultural value of a document is transmitted from generation to generation (Foster, 2012). Archive is well known for being one of the largest institution that stored many of audiovisual records such as audio recording and video recording. Sometimes, information in audiovisual records is easier to be understand compare to textual records. The increasing number of archives and the demand towards the use of the archives force experts, information professionals and archival institution to be aware of the role played by the audiovisual materials. In the past few years, audiovisual documentations is always an excellent way to provide information in different form such as sound and images instead of textual records or archives. There are two (2) articles has been analyze and study and there are some similarities between these two article regarding to audiovisual records management. The first article is Preservation and Management of Audiovisual Archives in Botswana written by Nathan Mnjama (Article 1) and secondly Audiovisual Documentation in the Preparation of News for Television News Programs written by Teresa Agirreazaldegi (Article 2).

## 2.0 Objectives

There are some similarities of topic that both of the articles been discussed. The objectives of this paper are:

- I. To discuss and explain briefly about the function of audiovisual records
- II. To identify the challenges in managing audiovisual records
- III. To identify approaches that can be used in managing audiovisual records

### 3.0 Function of Audiovisual Records

The function carry out by audiovisual records is as same as the function of textual records. Some information are best to be delivered in audiovisual form instead of textual form because audiovisual records contain different kind of information that textual form cannot bring especially in historical context.

In Article 1, it stated that the function of audiovisual records constitute part of the cultural heritage of any nation. Some of audiovisual records already available to be use by the community for examples audiovisual materials such as documentary films, audiotapes and images being used as teaching aids. Many audiovisual records such as photographs and films are very useful for the transmission culture. Audiovisual is very helpful in the study of history because major historical events have been captured and preserved in audiovisual formats (Setshwane, 20014). Audiovisual records are major information source compare to books because materials such as videos can be helpful for entertainment purpose. Audiovisual records are usually found visual form such as motion pictures, audio materials such as tape recordings, objects and manipulative materials such as game models and machine readable data files such as magnetic tapes. A proper tools are needed in creating and accessing audiovisual records because audiovisual is consist of different form.